



- Promoting situation awareness among HCC members.
- Coordinating training, drills and exercises.
- Strengthening medical surge capacity and capabilities.
- Assisting emergency management and Emergency Support Function (ESF) #8 partners.
- Maximizing movement and utilization of existing resources.

## **HCC Membership**

Membership: Membership in the HCC is open to all entities or individuals that agree to work collaboratively on healthcare preparedness and emergency response activities.

Core Membership includes:

- All the HPP hospitals in the region:
  - Children's Mercy South
  - Cushing Memorial Hospital
  - Menorah Medical Center
  - Olathe Medical Center
  - Overland Park Regional
  - Providence Medical Center
  - Saint John Hospital
  - Saint Luke's South Hospital
  - Shawnee Mission Medical Center/Prairie Star
  - The University of Kansas Hospital
- At least one local public health representative from each county.
- At least one emergency management representative from each county.

Essential Membership includes:

- At least one long term care facility.
- At least one EMS agency.
- At least one community health center or a Federally Qualified Health Center.
- At least one representative from the mental health community.

All significant players in emergency preparedness are urged to participate as essential members of the HCC

General Membership includes:

- Any entity or individual in the community desiring to participate in healthcare preparedness with approval of the Core and Essential Membership.

Membership responsibilities/expectations: It is the responsibility of the HCC Core Membership to identify, contact, and approve all Essential Members.

It is the responsibility of the HCC Core and Essential Membership to approve all General Members.

All members of the HCC will designate a representative and an alternate to ensure ongoing participation in the HCC. Representatives should:

- Be individuals with decision-making authority.
- Attend regularly scheduled meetings.
- Participate in establishing priorities for the HCC
- Educate and inform member organizations on HCC activities.
- Participate in HCC-sponsored training exercises and drills.

## **Conducting HCC Business**

Voting membership: Each Core and Essential Member shall have one vote.

Quorum: A quorum shall constitute a simple majority of the Core and Essential Membership; this includes scheduled meetings, conference calls and electronic discussions/voting.

Conducting Business Electronically: Meeting quarterly may result in a need for discussion and action (including voting) to be conducted via email and/or conference call or other electronic methodology because of the time sensitivity of the topic or other mitigating factor; business conducted electronically shall be done so upon a specific determination of need (e.g. State/Federal deadlines before the next HCC meeting). The Executive Committee shall be responsible for ensuring all electronic votes are counted correctly and a record of such discussions and votes is included in the meeting minutes of the next scheduled meeting of the HCC.

Votes on Issues: Passage of issues voted on by the HCC requires a simple majority of voting Members either physically or electronically present. If no electronic responses are received from a voting member, their vote shall be counted as a yes.

Changes to Charter: Passage of changes to this Charter or any other organizational document requires a vote of Two-Thirds (2/3) of **all** voting Members.

Executive Committee: The Executive Committee shall consist of the Regional Hospital Preparedness/HCC Coordinator, the HCC Chair, and the HCC Vice-Chair.

## **Meetings**

The HCC shall, at a minimum, hold meetings quarterly. Special meetings may be convened at

the request of the Executive Committee and can include business conducted electronically as defined above.

The notice and agenda for regular quarterly meetings shall be provided to all members at least seven days prior to the meeting and shall include the time, place and objective of the meeting. Agenda items may be accepted by the HCC Coordinator until the published date. All post-distribution agenda requests can be considered under new business at the time of the meeting.

Notice of additional HCC meetings shall be provided at least five working days prior to the meeting and include the time, place, and reason for the special meeting.

Minutes of all meetings shall be prepared and distributed to the membership.

### **HCC Leadership Roles**

HCC Coordinator (Regional Hospital Coordinator): The HCC Coordinator is responsible for planning, implementing and evaluating HCC activities. Tasks of the HCC Coordinator include:

- Providing general oversight for HCC activities and associated projects;
- Management of HPP grants, including the preparation and submission grant documents such as work plan deliverables, and state and national reporting;
- Serving as the point of contact to the Kansas Department of Health and Environment (KDHE) and the Kansas Hospital Education and Research Foundation (KHERF); and
- Providing technical assistance to community hospitals and discipline representatives; promoting healthcare preparedness within the region, such as extending invitations to community partners to attend HCC meetings.
- Act in a Hospital Liaison role during events as outlined in local EOC and response plans.

The HCC Coordinator shall collaborate with the elected leadership of the HCC to achieve its goals and objectives.

Chair: The Essential Members shall elect a Chair of the HCC. The Chair shall represent the HCC and shall collaborate with the HCC Coordinator in conducting the business of the HCC. The Chair shall work with HCC members to promote collaboration. The Chair shall represent the HCC on state committees, unless otherwise delegated by Chair or voted upon by membership. The term of office for the Chair shall be two years.

Vice-Chair: The Vice-Chair shall perform the duties of the Chairperson in their absence. The Vice-Chair shall assume the position of the Chair at the conclusion of the Chair's term.

Eligibility to Hold Office: Any person representing as a Core or Essential Member is eligible to hold office.

Election of Officers: Election of officers shall take place every two years, or as necessary to fill a vacancy, the Core and Essential Members shall elect a new Vice-Chair.

Elections shall be held at the first quarterly meeting of the new calendar year. Officer terms shall take effect at the beginning of the fiscal year, July 1<sup>st</sup>.

Other Officers and subcommittees/taskforces: The Core/Essential Membership may create such other officers and such subcommittees/taskforces as it deems necessary to conduct the business of the HCC. Leadership of subcommittees/taskforces must be approved by the Executive Committee and can consist of any member of the HCC.

### **Additional Regional Resources**

The HCC has access to other formal documents and protocols such as MOUs, MOAs, contracts, and regional plans.

### **Additional Provisions**

This Charter shall not supersede any existing mutual aid agreement or agreements.

This Charter shall not be interpreted or construed to create a legal relationship, association, joint venture, separate legal entity or partnership among the member bodies, nor to impose any partnership obligation or liability upon any member. Further, no member shall have any authority to act on behalf of or as or be an agent or representative of, or to otherwise bind, any other member body without express written consent under the terms of emergency and disaster response plans.

No member of the HCC shall be required under this Charter to indemnify, hold harmless and defend any other member from any claim, loss, harm, liability, damage, cost or expense caused by or resulting from the activities of any HCC officer, employee or agent.

**APPROVAL OF CHARTER:** Participation in the activities of KS-KCRHCC shall constitute assent to the terms of this charter.

The HCC will become effective upon the ratification of this charter.